

Job Description for Professional Posts

Reference: TC2024/06

Position and Grade: Associate Partnership and Resource Mobilisation Officer, P2

Organizational Unit: Resource Mobilization Section
Division of Programme of Action for Cancer Therapy

Duty Station: Vienna, Austria

Type/Duration of Appointment: FT – JPO, 1 year

Organizational Setting

The Department of Technical Cooperation (TC) consists of the Office of the Deputy Director General, four regional Divisions (Africa, Asia and the Pacific, Europe and Latin America), the Division of Programme Support and Coordination and the Division of the Programme of Action for Cancer Therapy (PACT). It provides strategic direction for the IAEA's technical cooperation programme and is responsible (in close collaboration with Member States) for the planning, formulation, implementation and monitoring of the programme.

The objective of PACT is to assist Member States, within the IAEA's one-house approach to cancer control and working closely with regional Divisions in the Department of Technical Cooperation as well as other relevant Departments and Offices, to introduce, expand and improve their cancer care capacity by integrating radiotherapy into a comprehensive cancer control programme that maximizes its therapeutic effectiveness and public health impact. The Division of PACT is headed by the Director PACT, who reports to the Deputy Director General of the Department of Technical Cooperation.

Main Purpose

Under the direct supervision of the Section Head and Coordinator, the Associate Partnership and Resource Mobilization Officer supports the overall approach to the engagement with external partners and the mobilization of resources in particular with reference to the IAEA's flagship initiatives, in order to support Member States towards the achievement of the set targets. Within the context of IAEA's Partnership and Resource Mobilization Policy, he/she provides support to the implementation of a coherent partnership and resource mobilization plan, to data analysis, facilitation of internal coordination and processes, engagement with external counterparts.

Role

The Associate Programme Partnership and Resource Mobilisation Officer is:

- (i) A substantive contributor, to the implementation of outreach and fundraising strategies and plans;
- (ii) An advocate, promoting fundraising activities to potential partners and donors;
- (iii) A specialist, developing partner and donor research, analysis and reports, or other documents on partnership and resource mobilisation topics;
- (iv) A focal point to ensure coordination and integrity of all data and information delivered in official reports and other public communication.

Partnerships

The Associate Partnership and Resource Mobilization Officer maintains collaborative relationships with colleagues in the Division of PACT, the Department of Technical Cooperation, and the Department of Nuclear Applications at large. He/she supports management to align with other IAEA experts in the IAEA-wide partnership and resource mobilization approach, and to implement partnership and resource mobilization strategies for the Agency's flagship initiatives, related activities in nuclear applications, and the TC Programme. He/she supports partnership efforts with relevant stakeholders and supports the regular and transparent reporting on all partnerships and fundraising activities to the donors.

Functions / Key Results Expected

With guidance from SH-RMS, and the Resource Mobilization Officers, and in collaboration with other internal and external implementation partners:

- Support the implementation of partnership and resource mobilisation strategy and plans.
- Provide analysis on the funding priorities and trends of traditional or non-traditional donors.
- Assist with the comprehensive mapping and analysis of partnership opportunities.
- Prepare and draft proposals for grants and other funding opportunities, along with outreach materials as needed.
- Conduct outreach to potential non-traditional donors, donor tracking and relationship maintenance under the guidance of SH-RMS.
- Support to the Communication Specialist by contributing data and information to success stories and other relevant outreach communication material.
- Support the preparation of meetings, expert missions and other activities related to positioning and partnerships activities.
- Perform analyses of data and develop presentations (e.g., slide presentations) for delivery by Director, Section Heads, etc.
- Develop communication material (Web articles, Bulletin articles, summaries appropriate for reporting) that describes the work of the Section.

Competencies and Expertise (do not revise or edit)

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise, and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

Expertise	
Expertise	Description
Management and Programme Analysis Analytical Writing Skills	Ability to write technical reports.
Management and Programme	Ability to collect and analyse information.

Analysis Information Collection and Analysis	
Management and Programme Analysis Reporting	Ability to prepare project reports.

Education, Experience and Language Skills

- University degree in international development, international relations, public/business administration, or a related field.
- Minimum of two years of work experience in partnership, resource mobilization and project management, preferably in the field of international development.
- Some work experience in a multinational context requiring interaction with multiple stakeholders.
- Some work experience in a multinational context requiring the compilation of information and data from a variety of different sources desirable.
- Excellent knowledge of written and spoken English. Knowledge of Spanish and/or French highly desirable. Knowledge of any other official IAEA language (Arabic, Chinese, Russian) an asset.